

ACCOUNTING ADMINISTRATOR III

JOB ANALYSIS BACKGROUND INFORMATION

Date of Study: April 28 – 30, 2008

Collective Bargaining Identification: M01

Job Analysis Conducted By: Doreen Grigsby-Augmon
Selection Analyst
Office of Selection Services

Number of Incumbents: There are 3 incumbents in this classification per the State Controller's Office Filled/Vacant Position Report dated May 12, 2008.

Names of the Subject Matter Expert(s) and their background:

William Bramer, Accounting Administrator III Headquarter, Accounting Services

Mr. Bramer has been working for the Department of Corrections and Rehabilitations for nine years and has been in the classification of Accounting Administrator III for three years.

Gayle Fifield, Accounting Administrator III Headquarter, Accounting Services

Ms. Fifield has been working for the Department of Corrections and Rehabilitations for twenty years. She has been in the classification of Accounting Administrator III for two years.

Annemarie Reno, Accounting Administrator III Headquarter, Accounting Services

Ms. Reno has been working for the Department of Corrections and Rehabilitations for two years and has been in the classification of Accounting Administrator III for one year.

ACCOUNTING ADMINISTRATOR III INFORMATION GATHERING

The initial list of tasks and knowledges, skills & abilities statements were identified after conducting a literature review which consisted of:

- State Personnel Board Classification Specification for Accounting Administrator III